

**Position Requirements Document Cover Sheet****Position Number:** 13055**Classification:** NH-0301-IV**Local Title:** Acquisition Management Specialist**Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Opt (1):****Opt (2):****Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA (ALT)1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2<sup>nd</sup> Div: PM Future Force Simulation3<sup>rd</sup> Div:4<sup>th</sup> Div:

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** Jeff Simons**Title:** Supervisory General Engineer**Signature:** //s//**Date:** 1/12/04**Higher Supervisor or Manager:** \_\_\_\_\_**Title:** \_\_\_\_\_**Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** Matthew Fair**Title:** Project Manager, Future Force Simulation**Signature:** //s//**Date:** 1/15/04**FLSA:** Exempt**Drug Test:** No**Key Position:****Sensitivity:** CS**Reason for Submission:** New**Previous PD Number:****Envir. Diff:****Acq Posn Category:** A**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial☐ Confidential Financial☐ Supervisor☐ Manager☒ Neither**Citation 1:** OPM PCS MISC ADMIN & PROGRAM SERIES, GS-301, JAN 79**Citation 2:** AWF, PDP, BLD, FEDERAL REGISTER, VOLUME 64, JAN 99**Citation 3:** ACQUISITION DEMO POSITION REQUIREMENTS DOCUMENT**BUS Code:** 7777**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:** No**Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:** 1**Acq Prog Ind:****Career Spec – Sec:****Mobility:**

**Duties:**

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This position may have a specific leadership training requirement. Prior to use, a training survey(s) must be filled out.

**Acquisition Workforce Demo Project Position Requirements Document**

I. Organization information: PEO Intelligence, Electronic Warfare, and Sensors (PEO IEW&S)

II. Position Information: ACQUISITION MANAGEMENT SPECIALIST,  
NH-0301-IV.

III. Duties:

1. Specialists at this level serve as a senior advisor, technical expert, and recognized authority to the PEO or Project Manager (PM). Develops, promulgates, and interprets DOD/DA/PEO and PM policy and guidance. Provides expert-level independent program assessments that serve as the basis for major milestone decisions. Provides general and specific technical oversight of assigned program initiatives, to ensure effective program implementation and consistency with existing policies on a long-term basis. Is responsible for the overall planning, direction, evaluation, and success of substantial programs, systems development efforts, acquisition, and research and development technology initiatives that have great significance to the PEO/PM and/or DA, and significantly impact Future Combat Systems and Objective Force Transformation Efforts. Incumbent is responsible for ensuring integration of programs/initiatives with PEO/PM/DA goals and objectives. An advanced knowledge of assigned programs and related regulations, policies and procedures is required at this level.

2. Assigned systems are characterized by new and emerging technologies; high monetary value; used within a context of new or innovative military strategies; unusual fielding requirements; special or unusual training, shipping, storage, protective, maintenance and support requirements; and/or comparable complexities. Activities include planning, programming, budgeting, scheduling, financial management execution, contracting, cost/risk analysis, engineering and/or logistics planning. As such, this individual is assigned responsibility and oversees the integration of separate functions to include funding, procurement, test, quality assurance, configuration management, logistics, engineering, production, transportation and/or fielding of assigned system throughout the entire life cycle of the assigned weapon system. The work requires advanced knowledge of the policies, concepts, and theories of program and logistics management and a practical knowledge of engineering. Resolves highly complex problems, which may impact equipment/systems. Makes substantial program contributions and determines if existing programs effectively accomplish intended goals or if modifications are required to meet PEO/PM/DA goals and procedures. Analyses and evaluations, developed by the employee, are normally reviewed for potential impact on broad policy objectives and program goals, technical recommendations, commitments, and decisions rendered are accepted as final.

3. Typical assignments require developing detailed plans, goals, and objectives that can cover the entire life cycle of the system assigned. Analyzes, balances, and reconciles program requirements with available resources. Analyses and evaluations, developed by the employee, are normally reviewed for potential impact on broad policy objectives and program goals, technical recommendations, commitments, and decisions rendered are accepted as final. Maintains technical competency through constant involvement and awareness of developments in the employee's fields of expertise and involvement. Represents the PEO/PM at all levels of government and industry, and initiates, influences, and shapes policy, concepts, and approaches. Maintains internal and external organizational relationships necessary to plan and execute the acquisition management program. Coordinates, integrates, presents and defends all assigned programs. Determines significant responsibilities and requirements for the assigned program area based on priority and urgency of situation.

100%

Performs other duties as assigned.

NOTE: This is a critical acquisition position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 and 1737).

-Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.

-Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment right, nor does such an agreement alter any other terms or conditions of employment.

-This critical acquisition position requires Level III certification in Acquisition Career Field A (Program Management).

TDY may be required 15 - 25% of the time.

#### IV. Factors:

Factor: 1. Problem Solving Level IV - Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately. Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. Teamwork/Cooperation Level IV - Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. Customer Relations Level IV - Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. Leadership/Supervision Level IV - Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately. Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. Communication Level IV - Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately. Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. Resource Management Level IV - Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately. Develops, acquires, and allocates resources to accomplish multiple project/ program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

## V. Staffing KSAs

Skill in interpersonal relations. Ability to plan and organize work.

Ability to gather, analyze, and present facts. Ability to access or locate information through the use of a personal computer or terminal.

Ability to work cooperatively as a member of a team.

Knowledge of program planning and budgeting cycles. Ability to identify problems and develop innovative solutions.

Ability to interpret and apply rules, regulations, and procedures.

Knowledge of the organizational and functional responsibilities and operations of the employing organization. Ability to execute projects and/or studies within established financial and time constraints. Ability to communicate orally and in writing.

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit ability to advise others.